

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date December 5, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 9 1974 74-461 JAN - 3 1975	
2. Agency Application No. DHR-DMH-6		3. AGENCY, Division, Subdivision & Administering Office Address Division of Georgia Department of Human Resources Mental Health Central Registry Office - Developmental Services Section 1260 Briarcliff Road, N. E. Atlanta, Georgia 30306		4. Person to Contact Mrs. Sharon Nettles	
				5. Working Title Clerk III	
				6. Tel. No. 894-5850	
7. ACTION REQUESTED <input checked="" type="checkbox"/> AGENCY COMMON STANDARD <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1960 to date		9. Exact Series Title Mental Retardation (Developmental Disability) Medical Record. Files			
10. What is the function of the office in which this record series is created? The Division of Mental Health administers the mental health, mental retardation, and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. Developmental Services Section has the responsibility for providing program guidance and direction to all mental retardation programs in the State; and to administer the Developmental Disabilities Federal Grant Program in the State. The Central Registry Office serves as a central referral point to track all developmentally disabled persons who apply for services through the Division of Mental Health.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to requests for all services and treatment for individuals who apply for services for retardation disabilities in the State. Included, but not limited to, are: prior to January, 1974, forms MA 1.24 (Application for Services for Mentally Retarded Individuals); MH 1.19 (Placement on Waiting List /for admission to hospital/); DMH 20 (Removal from the Waiting List); CSH-323 (Physical Examination); unnumbered forms giving permission of parents to release information regarding patient to community agencies which will give services to the child; narrative of patient, behavior, management problems, and general information, response to request for evaluation; out-patient evaluation; recommendation to Hospital Admissions Office; Reviews of Waiting /hospital/ List; from institution to Central Registry Office; information as to status of patient. Also, reports of out-patient evaluation; general information, family history and status, personal history of out-patient, medical history, summary of recommendations; ATTACH SAMPLES OF THE FILE (continued on attached sheet)					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				7 shelves - 14 36" wide	
Legal-size File Drawers				Floor Space Occupied (Square Feet) 40	
100 shelves - 36" wide			200	This Year's Last Year's Preceding Year's All Prior Years' active records for all years: approx. 200 to 250 daily	
Note-volume in Central Registry Office				AVERAGE DAILY REFERENCES 300 to 400 on occasion for special projects such as statistical reporting or updating computer information.	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [x] []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [x] []
Section 88-502.10 Georgia Health Code
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
with great difficulty
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [x] []
Information identifying behavioral and medical diagnosis
- 21. Does the record series contain documentation produced as EDP printout? [x] []
For active records - statistical information as to behavioral problems and data
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] []

24. REQUIREMENTS. The following requires the files to be kept 35 years:

a. [] STATE LAW	b. [] STATUTE OF LIMITATION	c. [] AUDIT PERIOD	d. [] FEDERAL LAW	e. [x] ADMINISTRATIVE DECISION	f. [] HISTORICAL VALUE
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(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify) See attached sheet

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William G. [unclear]</i> Date <i>Dec 5, 74</i>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>E. Budd [unclear]</i>		<i>12/4/74</i>
	[x] Approved [] Disapproved			
	State Auditor/Designee	<i>William M. [unclear]</i>		<i>12-31-74</i>
	[x] Approved [] Disapproved			
STATE RECORDS COMMITTEE	Secretary of State/Designee	<i>Charles Hart</i>		<i>12-30-74</i>
	[x] Approved [] Disapproved			
	Attorney General/Designee	<i>W. M. [unclear]</i>		<i>12-31-74</i>
	[x] Approved [] Disapproved			

Georgia Department of Human Resources
Division of Mental Health
Central Registry Office
Developmental Services Section
1260 Briarcliff Road, N. E.
Atlanta, Georgia 30306

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11. (continued)

evaluation Team Summary, and recommendations; and clinical records.

Since January, 1974, the Central Registry Office maintains only a skeleton file, which includes Application for Services for Mentally Retarded Individuals (MA 1.24), code sheets and periodic staffing summaries. All other information is a part of the Institution files.

25. (continued)

Central Registry Office

Upon notification that individual has died or is no longer eligible for services in Georgia, place all papers in the inactive file; then, cut off inactive file at the end of each calendar year, hold in current files area 2 years; then transfer to the State Records Center, hold 33 years, then destroy.

Institutions

When individual dies or becomes ineligible for services in Georgia, combine all records, including the patient's medical records and the Community Resource Unit records and place in the inactive file. (Where appropriate, notify Developmental Services Section - Central Registry Office immediately, giving date and reason for death or date and reason for inactive status); then, cut off inactive file at the end of each calendar year, hold in current files area 2 years; transfer to local holding area, hold 5 years; then transfer to the State Records Center, hold 28 years; then destroy.

Printout - updated monthly. Destroy when no longer needed for reference.

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Mary S. ...
Georgia Department of Human Resources



December 5, 1974

TO: State Records Committee

THROUGH: Mr. John Dunn
State Records Management Officer

FROM: Elizabeth Crank *EC*
DHR Records Management Unit

SUBJECT: Mental Retardation (Developmental Disability)
Medical Record Files
Application for Records Disposition Standard

Explanation of reason for two sets of records:

The Central Registry Office serves as a central referral point to track all developmentally disabled persons who apply for services through the Division of Mental Health. Prior to January, 1974, these papers include matters of a social nature such as the status of the family, the well-being of the individual, psychological reports, and clinical records. Since January, 1974, this office maintains a very small file which includes Application for Services, code sheets and periodic staffing summaries.

The Institution records for the individual, prior to January, 1974, contain medical information such as application for treatment, consent and release forms and reports from hospitals, physicians, x-ray reports, laboratory reports, etc. Beginning January 1, 1974, all information for active records was combined, becoming a part of the institution files, except the small portion maintained in the Central Registry Office.

EC